

## Retention Schedule

	A	B	C	D	E
1	<b>Record retention general limits</b>				
2	Records not included in the specific service schedule below - retain for a maximum 4 years or sooner if not required, unless relating to a financial transaction in which case, retain for 7 years.				
3	Emails should be retained within the Service case management system or similar secure modes.				
4	Council back-up tapes and other media are kept on a Tower of Hanoi backup system, with a maximum retention of one year. Backups are NOT part of record retention, but are for disaster recovery/business continuity purposes - however must be accounted for DPA/GDPR retention and Right to be Forgotten.				
5	All other record retention targets are service specific as set out below.				
6					
7	<b>RECORDS</b>	<b>STORAGE MEDIUM</b>	<b>RETENTION PERIOD</b>	<b>REASONS</b>	<b>PROTECTIVE MARKING</b>
8	<b>ADULT SOCIAL CARE</b>				
9	Care home registration of care homes	Electronic files in drive	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL
10	Council run care home operations	Electronic files in drive	15 years from closure	Limitation Act 1980 (Section 2)	OFFICIAL
11	Learning Disability and Mental health case files	Electronic records in system	20 years after treatment ceased or 10 years from death	Limitation Act 1980 (Section 2) Mental Health Act 1983	OFFICIAL - SENSITIVE
12	Other case files	Electronic records in system	7 years from end of service	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE
13	<b>CEMETERIES AND CREMATORIA</b>				
14	Maintenance of burial grounds	Electronic files in drive	21 years	Case Law	OFFICIAL
15	Registers - interments, burials, cemetery plans	Electronic files in drive	Permanent	Statutory Requirement	OFFICIAL
16	Regulation of burials and cremations	Electronic files in drive	4 years after last action	Common Practice	OFFICIAL
17	<b>CHILD PROTECTION</b>				
18	Child protection case files - assessment and advice only	Electronic records in system	6 years from end of involvement	Children Act 1989	OFFICIAL - SENSITIVE
19	Child protection case files - involvement	Electronic records in system	Destroy after 23rd birthday of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
20	Child protection registers	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
21	Barred and disqualified persons	Electronic records in system	60 years after date of prohibition or disqualification	Children Act 1989	OFFICIAL - SENSITIVE
22	Pose a risk to a child	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
23	Care home registration of care homes	Electronic files in drive	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL
24	Council run care home operations	Electronic files in drive	15 years from closure	Limitation Act 1980 (Section 2)	OFFICIAL
25	Learning Disability and Mental health case files	Electronic records in system	20 years after treatment ceased or 10 years from death	Limitation Act 1980 (Section 2) Mental Health Act 1983	OFFICIAL - SENSITIVE
26	Other case files	Electronic records in system	7 years from end of service	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE
27	Maintenance of burial grounds	Electronic files in drive	21 years	Case Law	OFFICIAL
28	Registers - interments, burials, cemetery plans	Electronic files in drive	Permanent	Statutory Requirement	OFFICIAL
29	Regulation of burials and cremations	Electronic files in drive	4 years after last action	Common Practice	OFFICIAL
30	Child protection case files - assessment and advice only	Electronic records in system	6 years from end of involvement	Children Act 1989	OFFICIAL - SENSITIVE
31	Child protection case files - involvement	Electronic records in system	Destroy after 23rd birthday of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
32	Child protection registers	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
33	Barred and disqualified persons	Electronic records in system	60 years after date of prohibition or disqualification	Children Act 1989	OFFICIAL - SENSITIVE
34	Pose a risk to a child	Electronic records in system	Permanent	Children Act 1989	OFFICIAL - SENSITIVE
35	<b>CHANGE &amp; CHALLENGE</b>				
36	Gangs	Electronic records in system	7 Years After creation	Statutory/Privacy notice statement	OFFICIAL-SENSITIVE
37	Youth Interventions	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
38	Education Attendance	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
39	Education Exclusions	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
40	Child In Need and Child Protection Plans	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
41	Youth Offences	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
42	Early Help Episodes	Electronic records in system	7 Years After creation	Statutory/Privacy notice	OFFICIAL-SENSITIVE
43	<b>COMMUNICATIONS, COMPLAINTS, CONSULTATIONS, CORRESPONDENCE</b>				
44	Annual complaints reports	Electronic files in drive	4 years	Common Practice	OFFICIAL
45	Budget consultation results	Electronic files in drive	4 years	Common Practice	OFFICIAL
46	Complaints that result in significant changes in policy or procedures	Electronic files in drive	Destroy 4 years after procedures has been superseded	Common Practice	OFFICIAL
47	Consultation results on minor policies	Electronic files in drive	2 years	Common Practice	OFFICIAL
48	Consultation results on significant policies	Electronic files in drive	4 years	Common Practice	OFFICIAL
49	Customer Telephone call recordings	Voice Recordings	6 months unless appeal or complaint, in which case retained for relevant timescales for appeal/complaint process	Complaints investigation, quality and training monitoring.	OFFICIAL

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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
50	Customer webchat logs	Electronic records in system	6 months unless appeal or complaint, in which case retained for relevant timescales for appeal/complaint process	Complaints investigation, quality and training monitoring.	OFFICIAL
51	Enfield Connected / CRM Data	Electronic records in system	3 years after creation.	Common Practice	OFFICIAL
52	Environment Information Notice response	Electronic files in drive	3 Years	Common Practice	OFFICIAL
53	FOIA case files (including the initial requests, council response, consideration of application of exemptions and subsequent appeals)	Electronic files in drive	3 years after creation	Common Practice	OFFICIAL
54	FOIA Policy and Procedures	Electronic files in drive	10 years after being superseded	Common Practice	OFFICIAL
55	FOIA requests relating to documents scheduled for destruction	Electronic files in drive	6 months after the last correspondence on the matter	Common Practice	OFFICIAL
56	General correspondence not covered by other retention rules (including email)	Electronic files in drive	2 years	Common Practice	OFFICIAL
57	Media interactions and statements	Electronic files in drive	4 Years plus one year to cover changes in administration	Common Practice	OFFICIAL
58	Members/MP enquiries not covered by other retention rules	Electronic files in drive	4 years	Common Practice	OFFICIAL
59	Performance scorecards	Electronic records in system	4 years	Common Practice	OFFICIAL
60	Photographs of civic events	Electronic files in drive	4 years	Common Practice	OFFICIAL
61	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice	OFFICIAL
62	Published publications	Electronic files in drive	1 copy retained in archive	Common Practice	OFFICIAL
63	Stage 1 complaints and routine correspondence	Electronic files in drive	7 years	Common Practice	OFFICIAL
64	Stage 2 complaints and beyond	Electronic files in drive	7 years	Common Practice	OFFICIAL
65	Subject Access Request responses	Electronic files in drive	2 years after last response	Common Practice	OFFICIAL
66	<b>COMMUNITY SAFETY UNIT</b>				
67	ASB data (Hub Data)	Electronic Records in Database System	7 years	Anti Social Behaviour Policing and Crime Act 2014	OFFICIAL-SENSITIVE
68	Fixed Penalty Notice - public space protection orders	Paper and Electronic	7 years	Anti Social Behaviour Policing and Crime Act 2014	OFFICIAL-SENSITIVE
69	Hate crime panel minutes	Electronic files in drive	3 years	Anti Social Behaviour Policing and Crime Act 2014	OFFICIAL-SENSITIVE
70	Domestic homicide reviews	Electronic files in drive	7 years	Domestic Violence Crime and Victims Act 2004	OFFICIAL-SENSITIVE
71	SSCB strategic assessment	Electronic files in drive		Crime and Disorder Act 1998	OFFICIAL
72	<b>COMMUNITY SAFETY - PUBLIC SAFETY CENTRE</b>				
73	Directed Surveillance requests	Paper documentation /Secure	7 years	Regulation of Investigation powers Act 2000 crime and disorder	OFFICIAL-SENSITIVE
74	Camera Data Images	Electronic records in system	31 day retention	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
75	Police /3rd party Evidence Request forms paper requests	paper documentation /electronic	7 years /longer	Prevention Detection /Crime Community Safety Data protection/GDPR	OFFICIAL-SENSITIVE
76	Fusion incident	Electronic records in system	permanent	Data protection /GDPR	OFFICIAL-SENSITIVE
77	PAC Access	Electronic records in system	Period of Employment expiry dates set up	Data protection /GDPR	OFFICIAL-SENSITIVE
78	Bold	Electronic records in system	Permanent	Data protection /GDPR	OFFICIAL-SENSITIVE
79	Peoplesafe /Lone worker	Electronic records in system	As long as the device and information is active review updated by EPSC/Team manger	Data protection /GDPR	OFFICIAL-SENSITIVE
80	EPSC email (non council )	Electronic records in system	7 years	Data protection /GDPR	OFFICIAL-SENSITIVE
81	Domain server	Electronic records in system	Permanent	information security	OFFICIAL-SENSITIVE
82	SSAIB	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
83	Independent inspection	Electronic files in drive	Permanent	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE

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84	Appressa voice recorder	Electronic files in drive	2 years	Data Protection act /GDPR Freedom of information Act Human rights Act SCC code of Practice	OFFICIAL-SENSITIVE
85	<b>COMMUNITY SAFETY - PREVENT</b>				
86	Police Information sharing requests (ISRs)	Electronic files in drive	7 years	Channel information sharing agreement	OFFICIAL-SENSITIVE
87	Channel case minutes	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
88	Prevent discussion notes- Prevent staff	Electronic files in drive	7 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
89	CT information list	Electronic files in drive	7years	counter-Terrorism and Security Act 2015 / Crime and Disorder Act 1998	OFFICIAL-SENSITIVE
90	CTLP Submission	Electronic files in drive	20 years	Counter-Terrorism and Security Act 2015	OFFICIAL-SENSITIVE
91	<b>CORPORATE STRATEGY SERVICE</b>				
92	Community engagement (raw data, transcripts and registration/membership details)	Electronic files in drive	2 years or for the length of consent	Common Practice	OFFICIAL
93	Consultation raw data collected for minor policies	Electronic files in drive	2 years	Common Practice	OFFICIAL
94	Items of historic interest	Electronic files in drive	Permanent	Common Practice	OFFICIAL
95	Photographs of residents/staff	Electronic files in drive	4 years or for length of consent	Common Practice	OFFICIAL
96	Photographs of civic events	Electronic files in drive	Permanent	Common Practice	OFFICIAL
97	<b>CORPORATE STRATEGY SERVICE - CLIMATE ACTION</b>				
98	Consultation raw data collected for Climate Action Plan relates policies	Electronic files in drive	4 years	Common Practice	OFFICIAL
99	Responses to Planning Applications	Electronic files in drive	Permanent	Common Practice	OFFICIAL
100	Planning Application supporting documents	Electronic files in drive	7 years	Common Practice	OFFICIAL
101	Carbon accounting	Electronic files in drive	15 years	Common Practice	OFFICIAL
102	Internal Working documents	Electronic files in drive	7 years or length of related project	Common Practice	OFFICIAL
103	Externally procured projects	Electronic files in drive	7 years	Common Practice	OFFICIAL
104	Internal and external policy documents	Electronic files in drive	15 years	Common Practice	OFFICIAL
105	<b>CONSTRUCTION AND MAINTENANCE</b>				
106	Maintenance of assets - cleaning, painting, servicing	Electronic files in drive	Permanent	Common Practice	OFFICIAL
107	Staff time recording	Electronic records in system	Permanent	Common Practice	OFFICIAL
108	<b>DEMOCRACY AND ELECTIONS</b>				
109	Constitution	Electronic files in drive	Permanent	Local Government Act	OFFICIAL
110	Background papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
111	Candidate election expenses returns	Electronic files in drive	1 years after the date of their receipt	Statutory Duty	OFFICIAL
112	Committee membership lists	Electronic files in drive	Permanent - updated annually and rolling	Common Practice	OFFICIAL
113	Corporate Management Board minutes	Electronic files in drive	Permanent	Common Practice	OFFICIAL
114	Corporate Management Board papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
115	Declarations of results	Electronic files in drive	Permanent	Common Practice	OFFICIAL
116	Delegated Authority reports	Electronic files in drive	6 years	Common Practice	OFFICIAL
117	Departmental management team minutes/papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
118	Documents relating to establishment and business of partnership meetings where we DO NOT own the record	Electronic files in drive	4 years	Common Practice	OFFICIAL
119	Documents relating to establishment and business of partnership meetings where we own the record	Electronic files in drive	Permanent	Common Practice	OFFICIAL
120	Draft papers/minutes	Electronic files in drive	Destroy after final version agreed	Common Practice	OFFICIAL
121	Election documentation as required under relevant election rules (e.g. ballot papers, marked registers of electors, statements made by voters, etc.)	Electronic files in drive	1 year from the date of the poll unless otherwise directed by the Courts	Statutory Duty	OFFICIAL
122	Election management documentation	Electronic files in drive	At the conclusion of the next comparable poll	Common Practice	OFFICIAL
123	Electoral Register	Electronic records in system	Permanent - updated annually and rolling	Statutory Duty	OFFICIAL
124	Electoral Register (historical archive)	Electronic files in drive	Permanent	Common Practice	OFFICIAL
125	Electoral registration canvass forms and applications to register	Electronic records in system	Confidential shredded once scanned and processed	Common Practice	OFFICIAL

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7					
126	Equality Impact Assessments	Electronic files in drive	4 years	Common Practice	OFFICIAL
127	Final version of papers/minutes	Electronic files in drive	4 years	Common Practice	OFFICIAL
128	Formal council/committee minutes, agendas and papers	Electronic files in drive	6 years	Common Practice	OFFICIAL
129	Forward plan	Electronic files in drive	Permanent	Common Practice	OFFICIAL
130	General meeting papers/minutes	Electronic files in drive	4 years	Common Practice	OFFICIAL
131	Honours submissions	Electronic files in drive	4 years	Common Practice	OFFICIAL
132	Key decisions list	Electronic files in drive	6 years	Common Practice	OFFICIAL
133	Key strategic plans and reports	Electronic files in drive	Permanent	Common Practice	OFFICIAL
134	Local election nomination papers	Electronic files in drive	1 year	Common Practice	OFFICIAL
135	Nominations to external bodies and special committees	Electronic files in drive	Permanent (updated annually and rolling)	Common Practice	OFFICIAL
136	Payments to elections and electoral registration staff and suppliers	Electronic files in drive	7 years	Common Practice	OFFICIAL
137	Permanent and long-term absent voting personal identifier record	Electronic records in system	12 months after the date of the relevant poll	Common Practice	OFFICIAL
138	Political party offices papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
139	Polling district and places review papers	Electronic files in drive	Until the conclusion of the next statutory review (held every 5 years)	Common Practice	OFFICIAL
140	Publication of decisions list	Electronic files in drive	6 years	Common Practice	OFFICIAL
141	Registers of interest	Electronic files in drive	For life of the Administration (max 4 years)	Common Practice	OFFICIAL
142	Scheme of delegations	Electronic files in drive	Permanent	Common Practice	OFFICIAL
143	Statutory appointments	Electronic files in drive	Permanent	Statutory Duty	OFFICIAL
144	Statutory returns to government	Electronic files in drive	7 years	Statutory Duty	OFFICIAL
145	Summary certification of those eligible to vote	Electronic records in system	Permanent	Common Practice	OFFICIAL
146	Temporary absent voting personal identifier record	Electronic records in system	12 months after the date of the relevant poll	Common Practice	OFFICIAL
147	UK Parliamentary candidate home address forms	Electronic records in system	21 days from the date of return of elected candidate's details unless an election petition is presented, where retention extended to the day following conclusion of proceedings	Statutory Duty	OFFICIAL
148	All nomination papers for different types of elections	Electronic records in system	1 years	Statutory Duty	OFFICIAL
149	<b>DIGITAL SERVICES</b>				
150	DS Contract and Supplier Register	Electronic records in system	To be retained until a new one supersedes the old version	Common Practice	OFFICIAL
151	All records relating to the identification of vulnerabilities in Digital Services systems and mitigation of the vulnerabilities	Electronic files in Sharepoint	Reports are replaced with new one - destroy old version	Common Practice	OFFICIAL-SENSITIVE
152	Emails	Electronic files in Sharepoint	Active accounts archive 2 years after creation and destroyed after 7 years. Inactive accounts destroy emails after 2 years.	Common Practice	OFFICIAL
153	Emails Directors and Executive Directors	Electronic files in Sharepoint	Former Directors and Executive Directors email to be archived for 7 years	Common Practice	OFFICIAL
154	Emails Members	Electronic files in Sharepoint	Current Members emails will be automatically archived after 2 years and then deleted after 7 years. Former Members emails deleted after 2 years from the last date of service.	Common Practice	OFFICIAL
155	Information Security Management System -policy documents, guidelines and procedures documents, incident records, risk assessment reports, exception records	Electronic files in Sharepoint	7 years - destroy	Common Practice	OFFICIAL
156	IT assets	Electronic files in Sharepoint	4 years after disposal	Common Practice	OFFICIAL
157	IT Contracts, software licenses, agreements	Electronic files in Sharepoint	Destroy 7 years after sale or disposal of asset	Common Practice	OFFICIAL
158	IT disposal records	Electronic files in Sharepoint	4 years	Common Practice	OFFICIAL
159	Microsoft Teams - Channel Messages	Electronic files in Sharepoint	1 year after last message	Common Practice	OFFICIAL
160	Microsoft Teams - Chats (unused)	Electronic files in Sharepoint	7 days after creation	EMT decision 2020	OFFICIAL
161	Microsoft Teams - Chats (used)	Electronic files in Sharepoint	7 days after last message	EMT decision 2020	OFFICIAL
162	Microsoft Teams - Teams	Electronic files in Sharepoint	1 year after last update	EMT decision 2020	OFFICIAL
163	PSN security documentation	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)	OFFICIAL
164	Records relating to network maintenance	Electronic files in Sharepoint	7 years - destroy	Limitation Act 1980 (Section 2)	OFFICIAL
165	Records relating to third party applications including change control records and changes to systems (approved and signed off)	Electronic files in Sharepoint	Life of system + 1 year and then destroy	Common Practice	OFFICIAL
166	Service desk records	Electronic records in system	5 years after closure	Common Practice	OFFICIAL
167	Strategy and policy documents, guidance documents, terms of reference documents	Electronic files in Sharepoint	2 years - destroy	Common Practice	OFFICIAL

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	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
168	System administration and access	Electronic files in Sharepoint	1 year	Common Practice	OFFICIAL
169	System implementation and detailed design	Electronic files in Sharepoint	7 years	Common Practice	OFFICIAL
170	User accounts	Electronic files in Sharepoint	1 year after staff departure unless special circumstances apply	Common Practice	OFFICIAL
171	Video Recordings	Electronic files in Sharepoint	2 years	Common Practice	OFFICIAL-SENSITIVE
172	<b>DIGITAL SERVICES INFORMATION GOVERNANCE</b>				
173	Archive records	Electronic files in Sharepoint	As per retention schedule	Common Practice	OFFICIAL
174	Archive records database	Electronic files in Sharepoint	10 years	Common Practice	OFFICIAL
175	Asset registers	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL
176	Audits	Electronic files in Sharepoint	6 years after audit, investigation or legal action	Common Practice	OFFICIAL
177	Business continuity planning	Electronic files in Sharepoint	6 years after superseded and then destroy	Common Practice	OFFICIAL
178	Classification schemes	Electronic files in Sharepoint	Permanent	Common Practice	OFFICIAL
179	Disaster recovery plans and tests	Electronic files in Sharepoint	4 years	Common Practice	OFFICIAL
180	Disposal certificates and schedules	Electronic files in Sharepoint	12 years	Common Practice	OFFICIAL
181	Retention schedule	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL
182	Information Management	Electronic files in Sharepoint	7 years (12 years for assets disposed over £50,000)	Common Practice	OFFICIAL
183	<b>ECONOMIC DEVELOPMENT</b>				
184	Economic data		25 years	Common Practice	OFFICIAL
185	<b>EDUCATION</b>				
186	Behaviour and attendance reports	Electronic files in drive	4 years	Common Practice	OFFICIAL
187	Educational psychology records	Paper files	DOB + 25 years	Special Educational Needs and Disability Act 2001 Section 1	OFFICIAL Sensitive personal
188	Education Health and Care Plans	Paper files			OFFICIAL Sensitive
189	Major incident in outdoor education	Electronic files in drive	25 years	Common Practice	OFFICIAL
190	Permanent exclusions	Electronic files in drive	25 years	Common Practice	OFFICIAL
191	School admissions	Electronic files in drive	25 years	Common Practice	OFFICIAL
192	School governor board meeting minutes	Electronic files in drive	20 years (whilst school is purchasing service from the Council)	Advice NGA National Governance Association	OFFICIAL
193	Truancy records	Electronic files in drive	7 years	Common Practice	OFFICIAL
194	<b>EDUCATION SECONDARY BEHAVIOUR SUPPORT</b>				
195	Attendance Records	Electronic records in system	7 years	Common Practice	OFFICIAL
196	Admissions Records	Electronic records in system	7 years	Common Practice	OFFICIAL
197	Student Folders	Electronic records in system	7 years	Common Practice	OFFICIAL
198	Advice and Information to parents	Electronic records in system	12 years	Statutory Duty	OFFICIAL
199	Exam Results	Electronic records in system	7 years	Common Practice	OFFICIAL
200	Financial Accounts	Electronic records in system	7 years	Common Practice	OFFICIAL
201	DfE Data	Electronic records in system	8 week destruction after the 3 week deadline for using DfE data	DfE Requirement	OFFICIAL - SENSITIVE
202	<b>EARLY YEARS</b>				
203	Synergy - Parent, child and provider records for funding entitlement	Electronic records in system	25 years	Statutory Duty	OFFICIAL
204	Family Information Directory	Electronic records in system	Permanent	Statutory Duty	OFFICIAL
205	Online Training Booking	Electronic records in system	3 years	Common Practice	OFFICIAL
206	EY Visit Reports and audits	Electronic files in drive	Permanent	Childcare Act 1989	OFFICIAL
207	EY Census	Electronic records in system	10 years	Statutory Duty	OFFICIAL
208	Ofsted registration - Providers	Electronic records in system	Permanent	Childcare Act 1989	OFFICIAL
209	Funding payments	Electronic records in system	Permanent	Statutory Duty	OFFICIAL
210	<b>EMERGENCY PLANNING</b>				
211	Major incident reports	Electronic files in drive	Permanent	Major Incident Plan	OFFICIAL - SENSITIVE
212	Minor incident reports	Electronic files in drive	7 years	Common Practice	OFFICIAL
213	Recording of tests	Electronic files in drive	10 years	Common Practice	OFFICIAL
214	<b>EMPLOYMENT AND SKILLS</b>				
215	European Social Fund (ESF) STEP Project records	Electronic records in system	10 years + 1 after the conclusion of the project	Common Practice	OFFICIAL
216	<b>ENFORCEMENT, LICENSING AND REGISTRATION</b>				
217	Air quality, pollution and contaminated land records		Permanent	Common Practice	OFFICIAL
218	Hazardous or toxic substance licenses		Permanent	Common Practice	OFFICIAL

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7					
219	Inspection records - trading standards, fire		7 years	Common Practice	OFFICIAL
220	Notices		2 years after the matter is concluded	Common Practice	OFFICIAL
221	Parking Enforcement Notices, inc. Penalty Charge Notices, Warning Notices, Permits, Mobility Services		2 years after the matter is concluded	Common Practice	OFFICIAL
222	Prosecution		2 years	Common Practice	OFFICIAL - SENSITIVE
223	Premise licence applications, objections and related documentation		6 years after licence expires	Common Practice	OFFICIAL
224	Registration administration		2 years after registration or entitlement lapses	Common Practice	OFFICIAL
225	Summary registers		Permanent	Common Practice	OFFICIAL
226	<b>FACILITIES MANAGEMENT</b>				
227	ID Badge records	Electronic records in system	Length of employment plus 18 months (18 months if card not used)	Common Practice	OFFICIAL
228	<b>FINANCIAL ASSESSMENT SERVICE</b>				
229	Housing Benefit and Council Tax Support	Electronic records in system	15 Years	15 years from the date of last involvement with the DWP of that claim, as this is needed for HB subsidy audits and reviews	OFFICIAL
230	Special Guardianship Order Financial Assessments	Electronic files	7 years	Financial Assessment for SGO applications. Need to retain in case an SGO asks for a review.	OFFICIAL
231	Concessionary Travel	Electronic files in drive	6 years	Blue Badge applications are renewed every 3 years. We need the evidence from the previous 2 applications to make a decision as then they may become automatically approved	OFFICIAL
232	Adult Social Care Financial Assessments	Electronic records in system	7 years	Death of client/accounts closed with zero balance in case of estate queries.	OFFICIAL
233	Adult Social Care Collection by Invoicing	Electronic records in system	7 years	Common Practice	OFFICIAL
234	Deputyship	Electronic files in drive	7 years	Death of client/accounts closed with zero balance in case of estate queries.	OFFICIAL
235	<b>FINANCE/PROCUREMENT</b>				
236	Accountable process relating to payment of employees - eg. Authority sheets, Payroll deduction authorities, Payroll disbursement, Employee pay records, Employee taxation records	Electronic files in Sharepoint	Destroy after statutory 7 years after the conclusion of the financial transaction that the record supports	HMRC Compliance Handbook CH15400	OFFICIAL
237	All records relating to the administration of Statutory maternity, paternity and statutory sick pay	Electronic files in Sharepoint	Destroy after statutory 7 years after the conclusion of the financial transaction that the record supports	HMRC Compliance Handbook CH15400	OFFICIAL
238	Claims	Electronic files in Sharepoint	3 years after contract expires	Limitation Act 1980 (Section 2)	OFFICIAL
239	Expenses Claims	Electronic files in Sharepoint	7 Years	Limitation Act 1980 (Section 2)	OFFICIAL
240	Mileage Claims	Electronic files in Sharepoint	7 years	Limitation Act 1980 (Section 2)	OFFICIAL
241	Acknowledgement receipt of pay-packet	Electronic records in system	Current year plus 2 years; if subject to audit investigation 7 year	Limitation Act 1980 (Section 2)	OFFICIAL
242	Agreements (not contracts)	Electronic files in drive	6 years after end of contract	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]

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243	Amendment to contracts	Electronic records in system	Ordinary contract - 6 years after end of contract. Contracts under seal - 12 years after contract expires LTP - <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
244	Annual budget	Electronic files in drive	Current year plus 6 years	HMRC Compliance Handbook CH15400	OFFICIAL
245	Asset Management	Electronic files in drive	7 years		OFFICIAL
246	Audit investigations	Electronic files in Sharepoint	7 years		OFFICIAL
247	Counter Fraud Investigations	Electronic files in Sharepoint	7 years		OFFICIAL
248	Insurance claims	Electronic records in system	7 years		OFFICIAL
249	Bank paying book	Paper files	Life of book plus 2 years; if subject to audit investigation 7 years		OFFICIAL
250	Bank statements - copies	Electronic files in drive	Current year plus 2 years providing originals are available for CY plus 6 years		OFFICIAL
251	Cash receipting print-outs	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
252	Cash receipts and adjustments	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
253	Cash register rolls	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
254	Cashiers paying in sheets	Paper files	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
255	Cheques register	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
256	Cheques register - post dated	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
257	Cheques register - unpaid	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
258	Claims	Electronic files in Sharepoint	3 years after contract expires	Audit/HR requirements	OFFICIAL
259	Collection and Deposit (C&D) Book	Electronic files in drive	Current year plus 3 years; if subject to audit investigation 7 years		OFFICIAL
260	Consolidated annual reports	Electronic files in drive	Permanent		OFFICIAL
261	Consolidated monthly and quarterly statements and working papers for annual reports	Electronic files in drive	After year's statement of accounts closed and audited		OFFICIAL
262	Contract monitoring and performance reports	Electronic records in system	2 years after contract expiry		OFFICIAL - SENSITIVE [COMMERCIAL]
263	Conyenance	Electronic files in drive	12 years after closure		OFFICIAL
264	Court cases/papers for arrears	Electronic files in drive	7 years		OFFICIAL
265	Credit Card Transactions	Electronic records in system	Credit card receipts should not be retained for longer than necessary and no more than 6 months maximum. (All credit card numbers MUST BE redacted to the last four digits of the card number if receipts are retained).		OFFICIAL
266	Daily cash reconciliation sheets	Electronic records in system	Current year 2 years; if subject to audit investigation 7 years		OFFICIAL
267	Delivery notes, petty cash slips, sales records, income correspondence	Electronic files in drive	2 years after current year		OFFICIAL
268	Draft budgets	Electronic files in drive	4 years after budget agreed		OFFICIAL
269	Expenditure and write offs of public money (invoices, card statements, ledgers, vouchers, creditor notes)	Electronic files in drive	7 years		OFFICIAL
270	Expenses Claims	Electronic files in Sharepoint	7 Years	HMRC - Compliance Handbook Manual CH15400	OFFICIAL
271	Expressions of interest	Electronic records in system	2 years <a href="https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1">https://procontract.due-north.com/ContractsRegister/Index?p=2241eb95-058a-e511-80f7-000c29c9ba21&amp;v=1</a>		OFFICIAL - SENSITIVE [COMMERCIAL]
272	Grant funding (Incl European Union)	Electronic files in drive	7 years		OFFICIAL
273	Handy till envelopes	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years		OFFICIAL
274	Housing Benefit files	Electronic files in drive	7 years		OFFICIAL
275	Individual service budget returns	Electronic files in drive	On budget buddy or after statement of accounts closed and audited		OFFICIAL
276	Insurance register and policies	Paper files	Permanent		OFFICIAL
277	Investments	Electronic files in drive	7 years		OFFICIAL
278	Legal advice on a point of law	Electronic files in drive	4 years		OFFICIAL
279	Litigation case files - minor	Electronic files in drive	7 years after last action		OFFICIAL
280	Loans - detailed files	Electronic files in drive	7 years after loan repaid		OFFICIAL
281	Loans - summary	Electronic files in drive	Permanent		OFFICIAL

## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
282	Mileage Claims	Electronic files in Sharepoint	7 years	HMRC - Compliance Handbook Manual CH15400	OFFICIAL
283	Paying in sheets	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practitce	OFFICIAL
284	Pensions - The process of administering empoloyees to ensure that entitlements and obligations are in accordance with agreement employment requirements - Records containing superannuation information; medical clearance; letter of appointment; letter of acceptance; details of assigned duties; Probation reports; Medical examinations; Personal particulars, Educational qualifications; Declarations of pecuniary interests; Secrecy undertakings; Employment contracts	Electronic records in system	Destroy 6 years from date of last pension payment	HMRC - Compliance Handbook Manual CH15400	OFFICIAL
285	Petty cash vouchers	Electronic files in drive	Current year plus 3 years; if subject to audit investigation 7 years	Limitation Act 1980 (Section 2)	OFFICIAL
286	Post tender negotiation	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
287	Property Valuation	Electronic files in drive	7 years	Common Practitce	OFFICIAL
288	Public display accounts	Electronic files in drive	7 years	Common Practitce	OFFICIAL
289	Quotes - successful	Electronic records in system	6 years after life of contract	Common Practitce	OFFICIAL - SENSITIVE [COMMERCIAL]
290	Quotes - unsuccessful	Electronic records in system	1 year after start of contract	Common Practitce	OFFICIAL - SENSITIVE [COMMERCIAL]
291	Receipt stubs - Council tax	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practitce	OFFICIAL
292	Receipt stubs - others	Electronic files in drive	Current year plus 2 years; if subject to audit investigation 7 years	Common Practitce	OFFICIAL
293	Signed contract	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires With Service or in LTP	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
294	Successful tender document and evaluation	Electronic records in system	6 years after contract expires	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
295	Tender envelope (need to clarify if this is the actual 'paper' envelope? As no longer received paper tenders)	Electronic records in system	1 year after start of contract in LTP	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
296	Tender specification	Electronic records in system	Ordinary contract - 6 years after contract expires. Contracts under seal - 12 years after contract expires	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
297	Termination - The process of termination of staff through voluntary redundancy, dismissal and retirement. Eg. Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	Electronic records in system	Destroy 6 years after termination. If a pension is paid then records should be destroyed 6 years after last payment of pension	Limitation Act 1980 (Section 2)	OFFICIAL
298	Uncollected wages book	Electronic files in drive	Current year plus 6 years	Common Practitce	OFFICIAL
299	Unsuccessful tender documents	Electronic records in system	1 year after start of contract	Limitation Act 1980 (Section 2)	OFFICIAL - SENSITIVE [COMMERCIAL]
300	<b>HEALTH AND SAFETY</b>				
301	Accidents books	Electronic records in system	3 years from the last date entered in the accident book, or 7 years after the injured parties 18th birthday (for young people once they are 25).	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
302	Accidents books - injuries to children	Electronic records in system	25 years	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL-SENSITIVE
303	Examination, testing, monitoring and control records (inspections)	Electronic files in Sharepoint	5 years	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL



## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
304	Health surveillance records	Electronic files in Sharepoint	Health surveillance, including medical reports – 60 years from the date of the last entry; Health records – 60 years from date of last entry or 100 years from date of birth; Where exposure may lead to a disease many years later – 60 years from date of last exposure;	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL-SENSITIVE
305	Investigation of accident/incident	Electronic files in Sharepoint	3 years from closure/approval of HSE	RIDDOR 2013	OFFICIAL-SENSITIVE
306	Monitoring of areas where persons are likely to have been in contact with asbestos	Electronic records in system	40 years from last action or age 75 whichever is the greater	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
307	Monitoring of areas where persons are likely to have been in contact with radiation	Electronic records in system	50 years from last action or age 75 whichever is the greater	Ionising Radiation Regulations 2017 (IRR)	OFFICIAL
308	Risk assessments	Electronic files in Sharepoint	3 years minimum (but longer when they are related/relevant to an accident or an exposure in other health and safety incidents as above). Note: copy of relevant Risk Assessments are to be kept with individual personnel files following an accident/incident.	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20)	OFFICIAL
309	Records relating to the Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) process	Electronic records in system	3 years minimum (but longer when they are related/relevant to an accident or an exposure in other health and safety incidents as above). Note: copy of relevant Risk Assessments are to be kept with individual personnel files following an accident/incident.	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	OFFICIAL
310	COSHH	Electronic files in Sharepoint	3 years or where relevant to health surveillance same as set out above under health surveillance above	Retention of Records JSP 375 Vol 1, chapter 39 (V1.2 Oct20) Control of Substances Hazard to Health 2002 (COSHH)	OFFICIAL
311	Process of inspecting equipment to ensure it is safe	Electronic files in Sharepoint	Destroy 3 years from destruction of the equipment	Statutory	OFFICIAL
312	Process of carrying out monitoring to ensure that the process is safe	Electronic files in Sharepoint	Destroy 3 years from last action	Statutory	OFFICIAL
313	Training records - health and safety	Electronic files in drive	50 years	Common Practice	OFFICIAL
314	Training and guidance materials	Electronic files in drive	3 years	Common Practice	OFFICIAL
315	<b>HIGHWAY SERVICES</b>				
316	Crossover applications	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
317	White line entrance markings	Electronic files in drive	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
318	Staff time recording	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
319	Project recharging	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL
320	Designing, construction and maintenance of roads, bridges and highway assets	Electronic files in drive	Permanent/life of asset	Statutory Duty	OFFICIAL
321	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent/life of asset	Statutory Duty	OFFICIAL
322	<b>HOUSING</b>				
323	Housing improvement grants over £5000	Electronic files in drive	12 years after last payment		OFFICIAL
324	Housing register	Electronic files in drive	Permanent		OFFICIAL
325	Rent payments	Electronic files in drive	6 years plus current financial year		OFFICIAL
326	Right to buy documents	Electronic files in drive	12 years after sale		OFFICIAL
327	Stock monitoring records	Electronic files in drive	4 years after last action		OFFICIAL
328	Tenancy agreements	Electronic files in drive	Ordinary tenancy: 6 years after expiry or tenancy under seal - 12 years after expiry		OFFICIAL
329	Tenancy files, correspondence and applications (successful)	Electronic files in drive	15 years after termination of tenancy		OFFICIAL
330	Unsuccessful applications	Electronic files in drive	7 years from closure		OFFICIAL
331	DVLA Records	Electronic records in system	6 years	GDPR - DVLA requirement	OFFICIAL
332	<b>HOUSING ADVISORY SERVICE (MARKET MANAGEMENT)</b>				
333	Homefinder dBase	Electronic records in system	7 years from closure	Financial regulation	OFFICIAL
334	Private sector leasing landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation	OFFICIAL
335	Enfield let landlord spreadsheet	Electronic files in drive	7 years from closure	Financial regulation	OFFICIAL
336	Homelessness Application	Electronic files in drive	7 years from closure	Common Practice	OFFICIAL
337	<b>HOUSING DEVELOPMENT</b>				
338	Viability - Business case spreadsheets	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE

## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
339	Viability - Proval downloads	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
340	Int. Repts	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
341	Int. Repts - PIDs	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
342	Int. Repts - Briefing notes	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
343	Approvals	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
344	Approvals - Cabinet Reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
345	Approvals - DARS	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
346	Approvals - RODS	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
347	Proc. - Briefs	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
348	Proc. - Tender documents (Inc. specification)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
349	Proc. - Evaluation documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
350	Proc. - Award letters	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
351	Proc. - Contract documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
352	Proc. - Design work/consult repts - All surveys	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
353	Proc. - Drawings, plans, technical details (RIBA Stage 2,3,4)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
354	Proc. - Consultant reports (Engineering, Transport, Acoustic, light etc.)	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
355	Public Consultation responses	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [P]
356	Site Photos - before, during, completion	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
357	Reference photos	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
358	Tender documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
359	Evaluation documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
360	Contract documents	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
361	Contractor/Consultant quotes	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
362	QS Cost reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
363	Payment valuation reports	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
364	Invoices	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
365	Cashflows	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
366	Budget spreadsheets	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
367	All key saved email correspondence	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
368	All scanned correspondence	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
369	All handover documentation.	Electronic records in system	7 years - destroy	Common Practice	OFFICIAL-SENSITIVE
370	Warranties/Guarantees	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
371	Insurances	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
372	Any NHBC/LABC information	Electronic records in system	10 years - destroy	Common Practice	OFFICIAL-SENSITIVE [C]
373	<b>HOUSING &amp; REGENERATION ESTATE RENEWAL</b>				
374	Resident contact details	Electronic records in system	Duration of regeneration scheme	Common Practice	OFFICIAL
375	Resident compensation payments - bank details	Electronic records in system	Current year plus 6 years	Common Practice	OFFICIAL-SENSITIVE
376	Resident Health and Well-Being Details	Electronic records in system	Duration of regeneratoin scheme	Common Practice	OFFICIAL-SENSITIVE
377	<b>HUMAN RESOURCES</b>				
378	Accountable employee pay and tax records	Electronic records in system	7 years	The Income Tax (Employment) Regulations 1993	OFFICIAL
379	Appointment diaries	Electronic files in drive	2 years	Common Practice	OFFICIAL
380	Disciplinary warning	Electronic files in drive	Remain on Personnel File for duration of LBE employment	Common Practice	OFFICIAL
381	Disciplinary warnings	Electronic files in drive	Duration of employment	Common Practice	OFFICIAL
382	Disciplinary warnings involving children	Electronic files in drive	Permanent	Common Practice	OFFICIAL
383	Disciplinary/grievance investigations - unfounded	Electronic files in drive	Destroy immediately after appeal	Common Practice	OFFICIAL
384	Grievance investigations - founded	Electronic files in drive	Outcome to remain on Personnel File for duration of LBE employment	Common Practice	OFFICIAL
385	Medical Assessments and Records	Electronic files in drive	75 years after date of birth	Common Practice	OFFICIAL - SENSITIVE
386	Other Proceedings - founded	Electronic files in drive	Destroy immediately if unfound	Common Practice	OFFICIAL
387	PAR's	Electronic records in system	3 Years from the date of completion	Common Practice	OFFICIAL
388	Records of staff with enhanced CRB / DBS checks	Electronic records in system	35 years	Common Practice	OFFICIAL
389	Recruitment - Unsuccessful	Electronic files in drive	1 year (unsuccessful application)	Common Practice	OFFICIAL
390	Recruitment - Successful	Electronic files in drive	These records form the basis of a new starter file/ Personnel file so are retained for duration for employment on Iclipse	Common Practice	OFFICIAL

## Retention Schedule

	A	B	C	D	E
7	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
391	Return to Work Forms/Sickness Absence Records	Electronic files in drive	Return to work forms discussion for can be scanned and retained by line manager for duration of employment. The sickness record is recorded on MI Portal	Common Practice	OFFICIAL - SENSITIVE
392	Training records - learning and development	Electronic records in system	2 years	Common Practice	OFFICIAL
393	Flexi-Time records	Electronic files in drive	2 years	Common Practice	OFFICIAL
394	HR - The process of administering employees to ensure that entitlements and obligations are in accordance with agreement employment requirements - Records containing superannuation information; medical clearance; letter of appointment; letter of acceptance; details of assigned duties; Probation reports; Medical examinations; Personal particulars, Educational qualifications; Declarations of pecuniary interests; Secrecy undertakings; Employment contracts	Electronic records in system	Destroy 6 years from date of last pension payment	Common Practice	OFFICIAL
395	Termination - The process of termination of staff through voluntary redundancy, dismissal and retirement. Eg. Resignation, Redundancy (Section 188), Dismissal, Death, Retirement	Electronic records in system	Destroy 6 years after termination. If a pension is paid then records should be destroyed 6 years after last payment of pension	Common Practice	OFFICIAL
396	<b>LEGAL</b>				
397	Administering and enforcing bye-laws	Paper files	2 years after the matter is concluded	Good practice	OFFICIAL
398	Agreements (not contracts)	Paper files	6 years after expiry of termination	Limitation Act 1980 (Section 2)	OFFICIAL
399	Conveyance	Paper files	12 years after closure	Good practice	OFFICIAL
400	Contracts	Paper files	30 years after contract end	Building Safety Act	OFFICIAL
401	Contracts	Electronic records in system	30 years after contract end	Building Safety Act	OFFICIAL
402	Legal advice on a point of law	Electronic records in system	7 years	Limitation Act 1980 (Section 2)	OFFICIAL
403	Litigation case files - major	Electronic records in system	Permanent	Good practice	OFFICIAL SENSITIVE
404	Litigation case files - minor	Electronic records in system	7 years after last action	Limitation Act 1980 (Section 2)	OFFICIAL SENSITIVE
405	Process of making bye-laws	Paper files	Permanent	Good practice	OFFICIAL
406	Court of Protection and cases where mental capacity is an issue	Electronic records in system	Permanent	Limitation Act 1980 (Section 2)	OFFICIAL SENSITIVE
407	Care proceedings and forced marriage protection orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory	OFFICIAL SENSITIVE
408	Special guardianship orders, placements orders, designation and supervision orders	Electronic records in system	100 years from conclusion of the proceedings	Statutory	OFFICIAL SENSITIVE
409	Adoption cases	Electronic records in system	Permanent	Statutory	OFFICIAL SENSITIVE
410	Children's private law proceedings and advice i.e. s.7 and s.37	Electronic records in system	Until 23rd birthday of youngest child in family	Good practice	OFFICIAL SENSITIVE
411	Children's s.17 cases	Electronic records in system	Until 23rd birthday of youngest child in family	Good practice	OFFICIAL SENSITIVE
412	Special educational needs where EHCP issued	Electronic records in system	35 years after ceasing EHCP	Good practice	OFFICIAL SENSITIVE
413	<b>LIBRARIES</b>				
414	Completed membership forms	Paper files	Until details are added to LMS, up to one month after joining	Good practice	OFFICIAL-SENSITIVE
415	Hardcopy timesheets	Paper files	Six months	Good practice	OFFICIAL-SENSITIVE
416	Till receipts / Library cash books	Paper files	7 years	Good practice	OFFICIAL
417	Credit card receipts	Paper files	Until next weekly banking	Good practice	OFFICIAL
418	Contractor signing-in book	Paper files	3 years	Good practice	OFFICIAL
419	Contractor signing-in book (Asbestos related)	Paper files	Permanent	Good practice	OFFICIAL
420	Local induction sheets	Paper files	Destroyed after two years of staff member leaving the service	Good practice	OFFICIAL
421	Staff probation paperwork	Electronic records in system	Destroyed after two years of staff member leaving the service	Good practice	OFFICIAL
422	Customer details on Library Management System	Electronic records in system	Retained whilst active, deleted after 3 years of inactivity	Good practice	OFFICIAL-SENSITIVE
423	Volunteer details on Better Impact (Volunteer database)	Electronic records in system	Retained whilst active, delete after 1 year of inactivity	Good practice	OFFICIAL-SENSITIVE
424	Partner leases	Electronic records in system	Retain for 12 years after closure / disposal / termination of tenancy	Statutory	OFFICIAL - LEGAL
425	SLAs	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
426	Digital timesheets	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
427	Accident reports	Electronic records in system	3 years	Good practice	OFFICIAL-SENSITIVE
428	Incident reports of customer abuse, aggression, violence, etc.	Electronic records in system	3 years	Good practice	OFFICIAL-SENSITIVE
429	Incident reports of customer abuse, aggression, violence, etc. whereby the same customer	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
430	RTWs	Electronic records in system	Retained whilst an employee, destroyed after two years of staff member leaving the service	Good practice	OFFICIAL-SENSITIVE
431	Contracts	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
432	Lost library cards	Paper files	3 years	Good practice	OFFICIAL-SENSITIVE

## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
433	Hardcopy recruitment paperwork for successful candidates	Paper files	Destroy once been submitted to HR.	Good practice	OFFICIAL-SENSITIVE
434	Hardcopy recruitment paperwork for unsuccessful candidates	Paper files	Six months	Good practice	OFFICIAL-SENSITIVE
435	Digital copies of recruitment paperwork	Electronic records in system	Destroy once been submitted to HR.	Good practice	OFFICIAL-SENSITIVE
436	Digital copies of Community Room T&Cs	Electronic records in system	Retain whilst a hirer, delete after one year of inactivity	Good practice	OFFICIAL-SENSITIVE
437	Community Room hirer invoices	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
438	Summer Reading Challenge joining cards	Paper files	Destroyed once been sent to LRU for collation	Good practice	OFFICIAL-SENSITIVE
439	Customer comment cards	Paper files	Until customer has received a response (if required), up to one month after submission of comment card	Good practice	OFFICIAL-SENSITIVE
440	Core library statistics displayed on Library webpages	Electronic records in system	7 years	Good practice	OFFICIAL-SENSITIVE
441	<b>LOOKED AFTER CHILDREN</b>				
442	Adoption records	Electronic records in system	Permanent	Adoption and Children Act 2002	OFFICIAL - SENSITIVE
443	Assessing adoptors and foster carers	Electronic records in system	100 years from adoption order	Adoption and Children Act 2002	OFFICIAL - SENSITIVE
444	Foster carer files/reg 11	Electronic records in system	10 years from termination of approval or death of foster carer	The Fostering Services (England) Regulations 2011	OFFICIAL - SENSITIVE
445	Individual case files	Electronic records in system	75 years from date of birth or 15 years from death if child dies before 18th birthday	Children Act 1989	OFFICIAL - SENSITIVE
446	Operation of children's homes	Electronic records in system	23 years from closure	Children's Home (England) Regulation 2015,	OFFICIAL - SENSITIVE
447	Private fostering records	Electronic records in system	100 years after date of birth	Adoption Agencies Regulations 2005 No 389 Regulation 40	OFFICIAL - SENSITIVE
448	Summary registers including children's homes registers	Electronic records in system	Permanent	Children's Home (England) Regulation 2015,	OFFICIAL - SENSITIVE
449	Supervision orders	Electronic records in system	23 years from date of birth of youngest child in family	Children Act 1989	OFFICIAL - SENSITIVE
450	Case records for people who are not approved as a foster parent, or who withdraws their application prior to approval.		3 years from the refusal or withdrawal	Fostering Service Regulations 2002, 2011 S32 (1) & (2)	
451	<b>PLANNING AND DEVELOPMENT</b>				
452	Building control approvals	Electronic files in drive	15 years after construction completed	Common Practice	OFFICIAL
453	Building control registers	Electronic files in drive	15 years	Common Practice	OFFICIAL
454	Enforcement of building control	Electronic files in drive	4 years after compliance with enforcement notice	Common Practice	OFFICIAL
455	Inspection records	Electronic files in drive	10 years after issue of certificate	Common Practice	OFFICIAL
456	Listed building consents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
457	Planning application register	Electronic files in drive	Permanent	Common Practice	OFFICIAL
458	Planning applications - Cabinet Member meetings - agenda/minutes/papers	Electronic files in drive	4 years	Common Practice	OFFICIAL
459	Planning applications and plans	Electronic files in drive	Permanent	Common Practice	OFFICIAL
460	Planning objections and enquiries	Electronic files in drive	7 years after decision	Common Practice	OFFICIAL
461	Tree preservation orders	Electronic files in drive	7 years	Common Practice	OFFICIAL
462	<b>PLANNING STRATEGIC DEVELOPMENT</b>				
463	Consultation responses and public inquiry documents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
464	Information on historical buildings, monuments and ecology	Electronic files in drive	Permanent	Common Practice	OFFICIAL
465	Objections to planning schemes and amendments	Electronic files in drive	Highly controversial-permanent, otherwise 15 years after decision	Common Practice	OFFICIAL
466	Planning scheme controls - waste planning, mineral register, archeological etc	Electronic files in drive	Permanent	Common Practice	OFFICIAL
467	Policy documents re: countryside and open spaces	Electronic files in drive	Permanent	Common Practice	OFFICIAL
468	Strategic planning plans and documents	Electronic files in drive	Permanent	Common Practice	OFFICIAL
469	Planning, designing and construction of roads, bridges and tunnels	Electronic files in drive	Permanent	Common Practice	OFFICIAL
470	Records of highways, bridle paths and rights of way	Electronic files in drive	Permanent	Common Practice	OFFICIAL
471	<b>PROJECT MANAGEMENT</b>				
472	Project documentation - PID, project plans, risk and issues logs etc	Electronic files in drive	5 years after end of project	Common Practiice	OFFICIAL
473	<b>STRATEGIC PROPERTY SERVICES</b>				
474	Asset acquisition and disposal	Electronic files in drive	Ordinary contract-6 years after use/obligations concluded. Contracts under seal-12 years after use/obligations concluded	Common Practice	OFFICIAL
475	Council Property Land Registration	Paper files	Permanent	Common Practice	OFFICIAL
476	Correspondece General (Including Emails)	Electronic files in drive	2 years (If relating to Council owned land or building then 2 years following the sale/demolition	Common Practice	OFFICIAL

## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
477	Correspondence relating to LBE owned assets (Including Emails)	Electronic files in drive	12 years after end of asset life (disposal / demolish / change of tenancy etc...)	Statutory requirement	OFFICIAL SENSITIVE
478	Inventories, stocktaking, utilisation surveys	Electronic files in drive	2 years (If relating to Council owned land or building then 2 years following the sale/demolition)	Common Practice	OFFICIAL
479	Leases	Electronic files in drive	15 years after expiry of lease	Common Practice	OFFICIAL if registered and OFFICIAL SENSITIVE if
480	Licences	Electronic files in drive	12 years after expiry of Licence	Common Practice	OFFICIAL if registered and OFFICIAL SENSITIVE if unregistered with Land
481	Maintenance of assets - cleaning, painting, servicing	Electronic files in drive	Ordinary contract-6 years after contract expires. Contracts under seal-12 years after contract expires	Common Practice	OFFICIAL
482	Management of heritage properties	Electronic files in drive	Permanent	Statutory requirement	OFFICIAL
483	Management of other buildings - improvement projects	Electronic files in drive	Retain for life of Property	Common Practice	OFFICIAL SENSITIVE
484	Summary reports on total assets and leased properties	Electronic files in drive	Permanent	Statutory requirement	OFFICIAL SENSITIVE
485	<b>PUBLIC HEALTH</b>				
486	Case Information	Electronic files in drive	7 years from end of service	Common Practice	OFFICIAL - SENSITIVE
487	Data and reports	Electronic files in drive	Permanent	Common Practice	OFFICIAL
488	All Covid , Corona virus informaton	Electronic files in drive	Permanent	Common Practice	OFFICIAL
489	All information related to Covid which includes PPE (gloves, face masks, apron) PCR, LTD, LFT, visit, social isolation and social distance	Electronic files in drive	Permanent	Common Practice	OFFICIAL
490		Electronic files in drive	Permanent	Common Practice	OFFICIAL
491	<b>REGISTRARS &amp; CORONERS</b>				
492	Citizenship ceremony lists	Electronic files in drive	2 years after ceremony	Common Practice	OFFICIAL
493	Coroners inquests	Electronic files in drive	Permanent	Common Practice	OFFICIAL SENSITIVE
494	Notices	Electronic files in drive	2 years after last action	Common Practice	OFFICIAL
495	Register of approved service places	Electronic records in system	2 years after end of registration	Common Practice	OFFICIAL
496	Register of births, deaths and marriages	Electronic records in system	Permanent	Common Practice	OFFICIAL
497	Treasure trove	Electronic files in drive	2 years after last action	Common Practice	OFFICIAL
498	Wedding service plans	Electronic files in drive	2 years after wedding service	Common Practice	OFFICIAL
499	<b>REVENUES AND BENEFITS</b>				
500	Council Tax and NNDR collection, discounts etc.	Electronic records in system	7 years	Common Practice	OFFICIAL
501	Council Tax valuations, registers and lists	Electronic files in drive	7 years	Common Practice	OFFICIAL
502	Court papers	Electronic files in drive	Permanent	Common Practice	OFFICIAL
503	Fraud and investigations	Paper files	Destroy physical court papers 1 month after hearing	Common Practice	OFFICIAL
504	R&B correspondence	Electronic files in drive	7 years	Common Practice	OFFICIAL
505	Records relating to benefit processing	Electronic records in system	7 years	Common Practice	OFFICIAL
506	Records relating to revenue processing	Electronic records in system	7 years	Common Practice	OFFICIAL
507	<b>RISK MANAGEMENT</b>				
508	Risk Register recording and managing risk Corporate / departmental	Electronic files in Sharepoint	Live document - to be kept up-to-date	Common Practice	OFFICIAL SENSITIVE
509	Risk Management Process	Electronic files in Sharepoint	New document superseded pervious version	Common Practice	OFFICIAL
510	<b>SCHOOL TRADED SERVICES</b>				
511	Refunds records	Electronic files in drive	Records kept for 1 year – necessary to ensure we can follow up with parents if there are any queries	Common Practice	OFFICIAL
512	Out of school waiting list	Electronic files in drive	Kept until parent requests to be taken off or they get to the top of the waiting list (we ask parents if they want to say on the list each term).	Common Practice	OFFICIAL
513	School tuition list	Electronic files in drive	Kept for 2 terms	Common Practice	OFFICIAL
514	School-funded tuition spreadsheet	Electronic records in system	12 years	Common Practice	OFFICIAL
515	Graduate scholars	Electronic records in system	Deleted once they reach age to leave school	Common Practice	OFFICIAL
516	<b>TRANSFORMATION</b>				
517	Project & Programme documentation - PID, PDDs, project/programme plans, risk and issues logs etc	Electronic records in system	5 years after end of project or programme or longer if a contract dispute exists	Common Practice	OFFICIAL
518	Budget management data (programmes, projects & service)	Electronic records in system	7 years	Common Practice	OFFICIAL

## Retention Schedule

	A	B	C	D	E
	RECORDS	STORAGE MEDIUM	RETENTION PERIOD	REASONS	PROTECTIVE MARKING
7					
519	Authority reports (programmes, projects & service)	Electronic files in Sharepoint	6 years	Common Practice	OFFICIAL
520	Service planning & strategic documentation (objectives, audit recommendations, guidance & training documentation, risk register, comms, research & best practice etc.)	Electronic files in Sharepoint	5 years	Common Practice	OFFICIAL
521	<b>TRANSPORT</b>				
522	Acquisition and disposal of vehicles (purchase or lease)	Electronic files in drive	7 years after disposal	Common Practice	OFFICIAL
523	Address details on paid Penalty Charge Notices	Electronic files in drive	3 years	Common Practice	OFFICIAL
524	Driver approvals, checks and usage	Electronic files in drive	7 years after disposal	Common Practice	OFFICIAL
525	<b>WASTE MANAGEMENT</b>				
526	Abandoned vehicles		4 years	Common Practice	OFFICIAL
527	Approved waste disposal sites		Permanent	Statutory Duty	OFFICIAL
528	Controlled waste collection		7 years	Statutory Duty	OFFICIAL
529	Household waste collection		2 years	Statutory Duty	OFFICIAL
530	Transfer sites		10 years	Statutory Duty	OFFICIAL
531	Waste site plans		Permanent	Common Practice	OFFICIAL
532	<b>YOUTH OFFENDING</b>				
533	Youth Justice (Triage and Community Resolutions)	Electronic records in system	Until 19th birthday or 3 years have elapsed since NFA [Whichever is long	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
534	Out of Court Disposals	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12	OFFICIAL - SENSITIVE
535	Bail and Remand supervision	Electronic records in system	25th Birthday	YFSS YOU CM P&P / RGLA 3.12	OFFICIAL - SENSITIVE
536	Case management of all Community Statutory Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
537	Case management of all Custodial Orders	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
538	Assessment of management risk and safe guarding	Electronic records in system	75th Birthday	YFSS YOU CM P&P	OFFICIAL - SENSITIVE
539	<b>YOUTH DEVELOPMENT</b>				
540	Youth Development Service	Electronic records in system	10 years from end of intervention or 19th birthday whichever occurs first	YFSS YDU P & P / RGLA 3.12	OFFICIAL - SENSITIVE
541					
542	KEY = ADDITION FROM PREVIOUS ISSUE (standard colour GREEN)				
543	NEW ADDITION (Standard Colour YELLOW)				
544	EXISTING (No Fill)				
545	HEADING/TITLES/VERSION (Standard Colour ORANGE)				
546					
547					
548					
549	Owner: IDGB		Classification: OFFICIAL		
550	Latest update: 19/05/2023		Review Date: 30/05/2023		
551			Next Review Due: 30/05/2024		